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Office of Personnel ✓

16 JUN 1955

Comptroller

Proposed CIA Position Standards, Budget Administration Series

1. The proposed Standards for budget positions have been reviewed and discussions held with [REDACTED] of your office concerning these Standards. During the discussions with [REDACTED] several points concerning the wording and use of the Standards were considered. It was agreed that some changes in terminology should be made in order to clarify the meaning and intent of the Standards. I have reviewed the changes worked out by [REDACTED] and representatives of the Budget Division and concur in the proposed Standards, based on the following understanding:

a. Certain definitions should be added or changed to conform with the definitions currently used in the Agency. A list of suggested new definitions is in paragraph 3.

b. The wording of some of the Standards was changed. I have agreed to the changes that were noted by [REDACTED].

c. The provision for the GS-6 Budget Assistant is considered as contrary to the normally accepted budget promotion pattern. This Office recommended that it be excluded from the series. [REDACTED] explained that the Office of Personnel is endeavoring to include a GS-6 position in all series in order to provide an orderly promotion rate of one year between GS-5 and GS-7. The present Agency Standards would permit a promotion in six months if the GS-6 were not included. If the Office of Personnel's orderly promotion proposal is accepted for use throughout the Agency, this Office would not object to the provision for a GS-6.

2. Since [REDACTED] made notes of the changes, I am retaining the copy of the proposed Standards for reference purposes until they are published.

3. Suggested definitions in the glossary of the position Standards for the budget administration series:

ALLOWANCE

The determination by the Director of Central Intelligence of the amount of funds and numbers of personnel to the Chiefs of major components, namely, DD/P, DD/I, and DD/S, for budget planning, presentation and execution purposes.

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**ALLOCATION**

Determination by the Comptroller, in coordination with the Chiefs of major components, of that portion of the component allowances that may be used by an office or division under the jurisdiction of the Deputy Director, for budget planning, presentation and execution purposes.

**APPORTIONMENT**

An authorization by the Bureau of the Budget as to the amount of the appropriation available to the Agency that can be obligated within a given period of time.



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**E. R. SAUNDERS**

ERS/CNM/JLB/har (14 June 1955)

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